

# Alton Fire & Rescue Department Standard Operating Guidelines (SOG)

SOG 1.1.11 Personnel Recruitment and Selection (reference SOP 1.1.11)

**PURPOSE:** To ensure an adequate level of members necessary for the protection of citizens and properties in the Town of Alton.

**SCOPE:** All potential members of the Department

**SPECIFICS:**

- The Department will manage the recruitment and selection of members by means of a Personnel Liaison Officer.
- The Department will conduct continuous recruitment of potential members and will maintain an active open register of pre-screened applicants.
- Applicants will be reviewed by a Personnel Review Board (PRB) comprised of at least one chief or senior officer and junior officers appointed by the Chief of the Department.
- The Department will select qualified applicants from the open register to fill vacancies. The Chief of the Department will tender a conditional offer of employment to the selected candidate pending results of formal testing and background checks in recommendation of employment to the Appointing Authority of the Town.
- The current Town of Alton Personnel Policies are adopted by reference.

**DATE:** Approved: February 24, 2009 Revised July 27, 2010

# Alton Fire & Rescue Department

## Standard Operating Procedures (SOP)

SOP 1.1.11 Personnel Recruitment and Selection

**PURPOSE:** To ensure an adequate level of members necessary for the protection of citizens and properties in the Town of Alton.

**SCOPE:** All potential members of the Department

**SPECIFICS:**

- The Chief of the Department will appoint a Senior Department Officer as a Personnel Liaison Officer (PLO). The PLO will manage the member recruitment and selection process and chair the Personnel Review Board (PRB).
- The PLO will provide a potential member with information regarding the various roles in the Department, training and response requirements, employment (hiring) requirements inclusive of required formal testing (medical, physical agility, background check -a \$15 check made out to the NH State Police from the applicant will be required- etc).
  - The PLO will actively and continuously recruit potential members and will create and maintain an active Open Register of Qualified Members.
  - Potential members will be brought before the PRB by the PLO for review.
  - Successful recruits will have their names placed on an Open Register.
  - A potential member will be kept informed in writing of the acceptance of their application, and their ongoing status in the membership process.
- Potential members whose name has been place on the Open Register will be offered Guest privileges to the Alton Firemen's Association meetings and activities.
- The Chief of the Department will notify the PLO of an employment opening (Department Membership) outlining the needs of the Department. The PLO will provide the Chief with candidates from the Open Register.
- The Chief will designate candidates to whom an offer of conditional employment will be made.
- The PLO will then undertake completing the background check and the other requirements, such as formal testing, of conditional employment.

- Once the requirements of conditional employment are met, the Chief of the Department will make recommendations to the Town's Appointing Authority for the member's employment.



## ALTON FIRE / RESCUE DEPARTMENT

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65 FRANK GILMAN HIGHWAY  
P.O. BOX 472 ALTON, NEW HAMPSHIRE 03809  
TEL: (603) 875-0222 FAX: (603) 875-0226  
*"Desire to Serve - Committed to Protect"*

RE: Letter of Intent

Dear

Thank you for your interest in membership in the Alton Fire Rescue Department. We are continuously seeking capable members who are willing to commit to the time and effort necessary for successful participation in the Department.

The next step in our membership process is an interview with our Personnel Liaison Officer and our Personnel Review Board. Please contact our office to determine a mutually acceptable time and date for this interview. After the interview you will be notified regarding your status and whether or not your name has been placed into the Department's Recruit open register.

Please review the enclosed Standard Operating Guidelines outlining participation requirements as well as descriptions of the jobs in which you expressed interest (fire fighter, or emergency medical service). Another resource regarding information for our Department is through our website at [www.altonfire.org](http://www.altonfire.org).

To continue the membership application process, please sign and date below, and return this letter to the Alton Fire Rescue Department.

Thank you.

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Personnel Liaison Officer

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Printed Name of Candidate    Signature of Candidate    Date signed.  
Enc: SOG 1.1.3.7, 1.1.3.10, 1.1.1



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RE: Status – Open Register

Dear

Thank you for your continuing interest in membership in the Alton Fire Rescue Department. We have reviewed your application status and have placed your name on our open register of candidates.

Candidates who have been placed into the open register have the privilege of attending Alton Firemen Association meetings as a guest. Meetings are held the first Tuesday of each month at 7:30 PM at the Alton Central Fire Station. Please do attend and become acquainted with the Department members.

As membership openings become available, we will select potential members from the open register. The Chief of the Department may offer membership to you. An offer of membership is a conditional offer of employment by the Town of Alton. Conditions of employment will be routine pre-employment testing such as: medical examination, physical stamina and agility testing, drug screening, driving background check and criminal background check (requiring a \$15 fee paid by the candidate to the NH State Police).

Once pre-employment testing is successfully completed, the Chief of the Department will submit your name to the Town of Alton Board of Selectmen (the appointing authority) for their approval to employ you.

Thank you.

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Personnel Liaison Officer



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RE: Status – Candidacy Declined

Dear

Thank you for your interest in membership in the Alton Fire Rescue Department. We have reviewed your application status and have determined that we cannot consider you for placement on our open register of candidates at this time.

Thank you for your interest.

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Personnel Liaison Officer